

# R'FBO

## Uploads & Updates

University of California Riverside  
November 2010 Issue / Volume I

UC RIVERSIDE | Finance & Business Operations

### [Office of Finance & Business Operations \(FBO\)](#)

Vice Chancellor Gretchen Bolar  
Assistant Vice Chancellor Georgianne Carlson

[FBOIT Services](#)  
[Risk Management](#)

### [Financial Services](#)

Associate Vice Chancellor Bobbi McCracken

[Accounting Services](#)  
[Financial Control and Accountability](#)  
[Payroll Services](#)  
[Student Business Services](#)

### [Capital and Physical Planning](#)

Associate Vice Chancellor Tim Ralston

[Capital Planning](#)  
[Physical Planning](#)  
[Real Estate Services](#)

### [Design & Construction](#)

#### [/ Sustainability](#)

Associate Vice Chancellor Don Caskey

### [Facilities, Transportation, and Safety](#)

Associate Vice Chancellor Mike Miller

[Administrative Services](#)  
[Building Services](#)  
[Environmental Health and Safety](#)  
[Facilities and Maintenance](#)  
[Fleet Services](#)  
[Transportation and Parking Services \(TAPS\)](#)

### [Human Resources](#)

#### [/ Labor Relations](#)

Associate Vice Chancellor Marilyn Voce

### [Materiel Management](#)

Director Russ Lewis

[Campus Purchasing](#)  
[Storehouse / Receiving / Surplus](#)  
[Printing / Mail Services](#)

### [Resource Planning and Budget](#)

Associate Vice Chancellor Matt Hull

### [UCPD Riverside](#)

Chief Mike Lane

## Payroll Personnel System (PPS) Replacement Initiative

The UC Payroll Personnel System (PPS) is used to pay the 160,000 employees working for the UC system. This application has been in use for nearly 30 years, with variants running at each of the UC campuses and medical centers. Over time individual systems have been customized to address local concerns. In October of 2009, President Yudoff announced the launching of a business initiative and formation of project teams to replace the PPS. The goal being to develop a web-based application that ensures all university and affiliate employees are paid from a single instance of a UC-wide payroll system and satisfies the critical needs for each location's functional payroll process staff, human resources professionals, academic personnel, and end users. The system would not only serve to satisfy the core needs of each UC location, but also bring increased efficiencies, improved data gathering and analysis, and cost-savings.

Throughout the multi-phased process of developing a comprehensive and cost-effective replacement strategy, there will be a concerted effort to identify and agree upon common business practices that will capitalize on new technology. The initial phase has involved the inventory, assessment, and documentation of the PPS used at each of the UC locations. Additionally, there has been a focus placed on developing a short-term solution based on functionality, time-to-deployment, coverage, and ease-of-use.

*Continued on p. 3 >>*

### TAPS

## Parking

### *Notice of Rate Changes*

Transportation and Parking Services (TAPS) addresses the safety and welfare of the campus community by maintaining and improving parking lots, campus roads, pedestrian pathways and the associated utilities and signs. Additionally, the various Alternative Transportation programs such as [vanpooling](#) and [UPASS](#) have been established to reduce the number of single-occupant commuter vehicle trips and carbon-emissions from fossil-based fuels.

As an auxiliary enterprise, TAPS receives no funding and must charge students, faculty, staff and visitors a fee for transportation related services. Fees such as those for parking permits must at least equal the full direct and indirect costs of providing goods and services.

TAPS operations are reviewed annually to ensure it continues to provide cost-effective goods and services that meet the needs of the campus community. During the last review of TAPS, it was determined that adjustments to the vanpool program rate, the parking permit rates, and the event parking services recharge rates were necessary. Information about the approved changes recommended by the Vice Chancellor of Finance & Business Operations and approved by the Executive Vice Chancellor / Provost is provided on p. 2.

*Continued on p. 2 >>*



UCPD

## Riverside Collaborative

### *Neighborhood Patrols*

Initiated in 1994, the University Neighborhood Enhancement Team (UNET) is a cooperative effort between UCPD Riverside and the City of Riverside Police Department. Each has committed four officers and one sergeant to patrolling a 17 square mile area around UCR. UNET team members have found that patrolling on bicycles has proven very effective in fighting crime and building responsive community support. The use of bicycle patrols has been especially effective within the area's many apartment complexes. UNET assists apartment management through the [Riverside Public Safety Crime Free Multi-Housing Program](#) to ensure these complexes are safe for residents. UNET also works closely with the University Neighborhood Association (UNA), a community action group comprised of local residents and students, faculty, and staff living in the local area. The two groups have worked closely together in identifying and resolving issues in the surrounding neighborhoods. Additionally, UNET continues to invest time and effort in helping students better understand their responsibilities as good neighbors. To learn more, visit [UCPD Riverside UNET](#). To learn more about the UCPD, visit [UCPD Riverside](#).

## Human Resources

## Open Enrollment

### *Invitation*

HR would like to remind all employees that the annual Open Enrollment period is underway. The opportunity to make changes to your medical plans, began on 10/25/10 and will run until 11/23/10 (5:00 pm). Any changes that you make will go into effect on 01/01/11.

You are encouraged to read the Open Enrollment materials mailed to your home address, as well as visit the [Open Enrollment website](#). Although there are a number of changes in medical plans, with premiums for some plans increasing significantly, UC continues to offer a full range of plan types, including the development of two new medical plans. The website includes complete details on the new medical plans, summaries of plan, premium costs, tools to help you choose the right medical plan for you, and much more.

During this open enrollment period you may wish to enroll your children up to age 26 in your plan. UC has gone beyond health care reform mandates and is extending eligibility for children up to age 26 to include all plans that cover children—dental, vision, legal, life and Accidental Death and Dismemberment (AD&D) insurance.

*Continued on p. 2 >>*

>> Continued from p. 1

## Parking Fee Rate Changes



### Vanpool Program Rate Restructuring

The current vanpool fare rate of \$79.00/month pays for slightly more than 50% of the total program costs. Based upon input provided by vanpool patrons, a tiered fare rate model to replace the current flat fare rate model was reviewed by the TAPS Advisory Committee. The approved three-tiered fare rate schedule, based on the total number of miles that vanpools travel annually, is provided below and will take effect on 01/01/11.

Tier (Rate Level)	Monthly Rate	Current Routes (may vary)
<b>One</b> ≤ 12K mi/year	\$88.00 (+ 11.4%)	Beaumont, Corona, Redlands, Moreno Valley
<b>Two</b> ≥ 12K to ≤ 20K mi/year	\$98.00 (+ 24.1%)	Chino Hills, Lake Elsinore, Menifee, Murrieta, Rancho Cucamonga, Sun City / Perris, Yorba Linda
<b>Three</b> ≥ 20K mi/year	\$117.50 (+ 48.7%)	Banning, Brea, Diamond Bar, Fullerton, Glendora, Irvine, Palm Springs, Pasadena, San Bernardino, Temecula, Tustin, Victorville, WestLA

UCR employees who pay their monthly fare through payroll deduction will see the higher fees on their February 2011 paycheck statements. Students may continue to pay by quarter or on a month-to-month basis. Questions may be directed to Irma Henderson by phone (951) 827-1060 or email [irma.henderson@ucr.edu](mailto:irma.henderson@ucr.edu).



### Parking Permit Rate Increases

During the last review of TAPS it was determined that parking permit rates needed to be increased. The increase in parking permit fees is the first in over six years. The schedule that follows depicts information about the approved parking permit rates that will take effect on 01/01/11.

Permit Type	Old Rate	New Rate
<b>Gold</b>	\$28.00/mo	\$31.00/mo (Increased by 10.7%)
<b>Blue</b>	\$35.00/mo	\$38.00/mo (Increased by 8.6%)
<b>Red</b>	\$49.00/mo	\$53.50/mo (Increased by 9.2%)
<b>Motorcycle</b>	\$14.00/mo	\$17.00/mo (Increased by 21.4%)
<b>Summer Session</b>	\$32.00/mo	\$35.00/mo (Increased by 9.4%)
<b>Carpool BLUE</b>	\$17.50/mo	\$19.00/mo (Increased by 8.6%)
<b>Carpool RED</b>	\$24.50/mo	\$26.75/mo (Increased by 9.2%)

Campus employees paying their monthly parking permit fees through payroll deduction will see the higher rates reflected on their February 2011 paycheck statements. Students may continue to pay by quarter or on a month-to-month basis. Questions may be directed to Marylynn Newbrander by phone (951) 827-1895 or email [marylynn.newbrander@ucr.edu](mailto:marylynn.newbrander@ucr.edu).



### Event Parking Services Recharge Rate Adjustments

During the last review, it was determined that certain recharge rates for event parking services needed to be adjusted. The new approved rates will go into effect on 01/01/11. A table of the services affected, with the old and the new recharge rates, is provided below. Questions may be directed to Debbie Manlongat by phone (951) 827-1297 or email [debbie.manlongat@ucr.edu](mailto:debbie.manlongat@ucr.edu).

Service	Old rate	New Rate
Lot Attendants & Traffic Control M-F (7AM – 5PM) 2 hour minimum	\$15.00 / hour	\$19.00 / hour
Lot Attendants & Traffic Control Weekends and M-F (after 5PM) No time minimum	\$18.00 / hour	\$19.00 / hour
Event Security	\$20.00 / hour	\$19.00 / hour
Event Supervisor	\$25.00 / hour	\$19.00 / hour
Custom Parking Permit	\$0.10 each	\$1.00 each

Should you wish to discuss any of these changes in greater detail, contact TAPS Director, Mike Delo by phone (951) 827-1283 or email [mike.delo@ucr.edu](mailto:mike.delo@ucr.edu).

>> Continued from p. 1

## Open Enrollment Invitation

Open Enrollment is also the time to enroll or re-enroll in a Flexible Spending Account (FSA), which allows you to set aside funds to pay for health and/or dependent care while providing tax savings. Even if currently enrolled, you must enroll again during Open Enrollment to participate in 2011.

If you have reviewed your 2011 premiums and other options, are satisfied with your current benefit plans, and do not plan to enroll or re-enroll in the Health FSA or DepCare FSA, you are not required to take any Open Enrollment action.

For those employees in the following bargaining units, negotiations are underway concerning benefits and specific conditions may apply:

- Clerical and Allied Services, CX (CUE)
- Registered Nurses, NX (CNA)
- Research Support Professionals, RX (UPTE-CWA)
- Technical, TX (UPTE-CWA)

For additional information, visit [Human Resources](#).

For more information, visit the [Open Enrollment website](#). If you need assistance with your enrollment, please contact the person in your department who handles benefits information or you are invited to call the Benefits Office (951) 827-4766. Service hours are available Monday through Friday (8:00 am – 5:00 pm).

## Risk Management



### Risk Management Website

Risk Management is pleased to announce their new website <http://risk.ucr.edu>. The website contains information, references, resources, and links regarding a host of UCR and UCOP Risk Management programs. There are sections designed to offer guidance to those within the UCR campus community who may be traveling or planning an event. The website also serves as a repository for a variety of documents, including insurance waiver and automobile claim forms.

Additionally, the website provides a section on the role risk management plays in the daily operations, as well as the long-term strategic planning, of the University. There is a section on the UCR Enterprise Risk Work Group (ERWG), which provides campus oversight on Enterprise Risk Management (ERM) and advises the UCR Ethics and Compliance Risk & Audit and Controls Committee (ECRAC) ensuring that ERM decisions are aligned with the overall vision and goals of UCR.

Again, you are invited to tour the new UCR Risk Management website. In perusing each of the sections, if you have any questions or comments, you are encouraged to contact either the *Director of Risk Management* Steven La Shier (951) 827-8221 [steven.lashier@ucr.edu](mailto:steven.lashier@ucr.edu) or the *Liability Programs Manager* Nida Niravanh (951) 827-8224 [nida.niravanh@ucr.edu](mailto:nida.niravanh@ucr.edu).



## W-2 Statement Online

UCR Accounting would like to remind all UCR employees that they can receive their W-2 statement online. UCR is required by the IRS to furnish all employees with a [Form W-2](#) for each calendar year. This document details the compensation and tax withholding amounts received for the year.

[Federal regulations](#) require that employees give their consent to receive the W-2 statement in an electronic format. Once consent is given it carries forward each year and does not need to be repeated. If consent is given to receive the document online, once the W-2 statements are processed, which is usually by mid-January, employees who gave their consent will be able to view and print them.

### Benefits of Receiving Form W-2 Electronically

- Access W-2 statement earlier vs. traditional mail
- Eliminate the chance that the W-2 statement will get lost, misdirected, or delayed during delivery or misplaced after receipt.
- Access the same secure website at which direct deposit and wage information is available.
- Receive a W-2 statement even while traveling or on assignment away from home.
- Retrieve and print multiple copies of a W-2 statement at any time of day and on weekends.
- Contribute to cost savings.

The process for requesting an electronic version is quick and easy. Just follow these steps:

1. Log on to [At Your Service Online \(AYSO\)](#)
2. Select the **W-2 prompt** from the Income & Taxes panel
3. Follow the instructions provided after clicking on the **Delivery Method** prompt

To confirm your selection, go back into the W-2 Select Delivery Method and make sure you see: "You have chosen to receive your W-2 electronically." Save paper and save time by signing up for electronic Form W-2.

## Environmental Health & Safety (EH&S)

### Food Permit Fee Waived

Effective immediately, the Associate Vice Chancellor of Physical Plant, Transportation and EH&S, has approved the rescinding of charges associated with the issuance of temporary food permits. Previously, EH&S collected a fee for each temporary food permit application received from a UCR student, faculty, staff, or affiliate who wanted to distribute or sell food or beverages to the public on campus. It has been determined that collecting this fee is not cost effective.



Because EH&S does regulate the food and beverage given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public, it will continue to provide the required training in food preparation and handling for those UCR students, faculty, staff, and affiliates who seek temporary food permits. The requirement to receive training in order to apply for a temporary food permit applies to any organization hosting a campus event where food or beverage is offered to the public either free or for purchase. This requirement does not apply to a campus office, department, or service unit hosting an intra-departmental event within its own facilities or a campus student organization hosting an in-house event where only members will attend. Also, if a pre-approved caterer is used a food permit may still be needed. For more information visit the EH&S [Food Permit website](#). For any questions or concerns regarding the rescinding of the temporary food permit fee, contact Brian Dahm (951) 827-5511 [brian.dahm@ucr.edu](mailto:brian.dahm@ucr.edu).

## Office of Design & Construction

### NEW! Sustainability Coordinator

*Dr. John Cook*

The UCR Office of Design and Construction (OD&C) is pleased to introduce the newest member of their professional staff. Dr. John Cook has been selected as the new UCR Sustainability Coordinator. Prior to joining UCR, Dr. Cook served as a consultant and project manager for several Fortune 500 companies, establishing a host of sustainability and corporate social responsibility programs.



With an MBA in Sustainable Management and a Ph.D. in Communications, he's successfully managed a variety of projects to budgets and timelines. Dr. Cook developed sustainability guidelines for waste management, energy efficiency, water conservation, environmentally preferred procurement, and green building.

Dr. Cook, as a key member of the OD&C team of professionals, will help in the development and implementation of a comprehensive sustainability strategy to ensure that UCR continues to pursue its commitment to sustainability in research, academics, and operations. In joining UCR as the campus Sustainability Coordinator, his efforts will focus on solidifying sustainability into the identity of UCR at every level and making the campus one of the greenest in the country. Dr. Cook started in his new role on 11/08/10.

>> *Continued from p. 1*

## Payroll Personnel System Replacement Initiative

Currently, project teams are reviewing the results of a UC system-wide Work Activity Analysis survey conducted by PricewaterhouseCoopers LLP (PwC). The survey addressed work activities within 14 categories covering human resource/academic personnel, payroll, and timekeeping concerns. The data gathered has greatly assisted the project teams in developing a better understanding of the current staffing and costs associated with the aforementioned functional areas, as well as serving to measure potential future savings. With the results of the survey, the project teams are developing a set of uniform business practices and policies for payroll, human resources, and academic personnel. It is with noteworthy appreciation that the percentage of those individuals who were requested to participate and completed the survey at UCR was the highest of all the UC campuses.

Before the end of the calendar year, the project teams plan on issuing a comprehensive interim report. As progress is made on the PPS Replacement Initiative, look for updates in upcoming editions of the *R'FBO Uploads & Updates*.



## R'FBO Newsletter

November 2010 Issue

### FINANCE & BUSINESS OPERATIONS (FBO)

UC Riverside  
900 University Ave  
Riverside, CA 92521  
(951) 827-7310 Phone  
(951) 827-5200 Fax  
<http://fbo.ucr.edu>

EDITOR  
Tim Willette

R'FBO is published by the Finance and Business Operations unit of the University of California Riverside. Your questions and suggestions are welcome. Please email comments to [tim.willette@ucr.edu](mailto:tim.willette@ucr.edu).

DESIGN  
Janette Ducut, Ed.D.

Did You Know?

There are more than **800 laboratories** on campus? That's more laboratories than the combined total in Riverside County.